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. . . events of interest to USDA managers

OFFICE OF THE ASSISTANT SECRETARY FOR ADMINISTRATION

ISSUE #113 -- FEBRUARY 1981

NEW APPOINTEES AND PROPOSED DESIGNEES

Richard Lyng, Deputy Secretary

Ray Lett, Executive Assistant to the
Secretary

John Ochs, Press Secretary

Chris Mosher, Assistant to the Secretary

Jim Handley, Assistant to the Secretary

Tom Hammer, Assistant to the Deputy
Secretary

A. James Barnes, General Counsel

John B. Crowell, Assistant Secretary
for Natural Resources and Environment

Mary C. Jarratt, Assistant Secretary for
Food and Consumer Services

Bill Leshner, Assistant Secretary for
Economics

Seeley Lodwick, Under Secretary for
International Affairs and Commodity
Programs

C.W. McMillan, Assistant Secretary for
Marketing and Transportation Services

Frank W. Naylor, Jr., Under Secretary
for Small Community and Rural
Development

FY 81 TRAVEL
REDUCTION

The President has mandated a 15 percent reduction in travel expenditures for the current fiscal year. Agencies should immediately review their FY 81 travel plans to determine where cuts can be made. (Contact, John Cary, Fiscal Policy Management Division, 755-7533)

FEDERAL CIVILIAN
HIRING FREEZE

On January 24, 1981, the Office of Management and Budget issued Bulletin Number 81-6 mandating an immediate and total freeze in the hiring of Federal Civilian personnel as directed by the President on January 20, 1981. This hiring limitation applies to all types of appointments, both temporary and permanent.

The intent of the hiring freeze is to reduce the overall size of the Federal civilian work force as expeditiously as possible. As such, only those firm written commitments made on or before November 5, 1980, by agency personnel officers may be honored. (Contact, Ernest Toth, OP, X76104)

MORE ON THE PAPERWORK
REDUCTION ACT OF 1980

The recently enacted Paperwork Reduction Act of 1980 establishes a Federal Information Locator System. It also requires agencies to identify initiatives which may achieve a 10 percent reduction in the burden associated with the administration of Federal grant programs, and sets a goal to reduce the existing burden of Federal collections of information by 15 percent by October 1982, and an additional 10 percent the following year. OMB will be providing implementing guidelines. (Contact, Bill Hauser, IRMAC, 78420)

UDALL-DERWINSKI
AWARD

On January 9, 1981, USDA received the Udall-Derwinski Award for leadership in civil service reform in the area of delegated examining. Dr. Joan S. Wallace accepted the award for the Department. The Soil Conservation Service was specifically recognized for developing an outstanding model. The system has served as a model for other agencies of the Federal Government to establish their own special examining units and procedures.

SENIOR EXECUTIVE
BONUSES

The senior executive performance appraisal/ bonuses determination cycle was brought to its culmination with the payout of bonuses to 65 senior executives on January 5, 1981. The performance appraisal cycle was completed on December 19 when the Secretary's Performance Review Board submitted their final recommendations on performance ratings, pay level adjustments, and bonuses to the Secretary who concurred with the recommendations. The bonuses ranged from approximately \$2,500 to about \$9,000 and the 65 recipients constituted 20.9 percent of career eligibles in the Department. Twelve senior executives were granted pay level adjustments. (Contact, Earl Hadlock, OP, X78230)

PROGRESS ON GREEN
BOOK ACTIVITIES

The Department's Financial Council recently completed a study on ways to improve the Green Book process. Basically the task force recommended increased agency participation in formulating the budget for the Working Capital Fund, expansion of the pre-authorization funding mechanism to encompass initiatives from the Office of the Secretary, and various improvements in reporting budgetary data for the user agencies. (Contact, Larry Wilson, O&F, X77161)

ENVIRONMENTAL SCIENCES
SYMPOSIUM

The Office of Environmental Quality (OEQ) has planned an Environmental Sciences Symposium to be held February 25-27, 1981, at Southern University, Baton Rouge, Louisiana. Participants include top-level USDA officials, administrators of 1890 Land Grant Institutions, selected speakers, and environmental science specialists. This symposium provides a forum for discussions of USDA programs, related environmental science opportunities, and 1890 Land Grant college curricula. The goal of the symposium is to develop a resource pool from which OEQ and other USDA agencies may later recruit candidates from 1890 Land Grant Colleges and Universities. (Contact, Eddie Anderson, x76827)

FIRST REGIONAL
CIVIL RIGHTS CONFERENCE

The Office of Equal Opportunity will hold its first Regional Civil Rights Conference for the East Coast in Atlanta, Georgia, on April 28-30, 1981. The purpose of the conference is to broaden awareness of civil rights issues. Participants will exchange ideas and strategies and develop networks for implementing directives affecting civil rights programs within the Department. This conference is open to employees

in the region with full time and collateral duty responsibilities in the civil rights area. Participation by Personnel Management Specialists is strongly encouraged. The regional conferences are designed to reduce travel time and costs for participating personnel. (Contact, James Westbrooks, OEO, X74563)

FEBRUARY 1981--BLACK
HISTORY MONTH

The celebration started with a Cultural Awareness Film Festival on February 9. Secretary John Block and Deputy Secretary Lyng in addition to numerous employees toured an outstanding Black History Exhibit in the Patio. Hundreds of employees made use of the USDA Jobs Fair on February 11. Dr. O. C. Simpson of Prairie View A&M University, gave a presentation on "Reduction in Black Land Ownership". The capstone of the celebration will be an address by Hosea Williams on February 25, 1981, to be followed by a presentation by Dr. Booker T. Whatley, of Tuskegee Institute on "Small Farm Grosses 100K a Year". (Contact, Carolyn Corbett-Haye, OEO, 382-1150)

ASIAN/PACIFIC
AMERICAN HERITAGE WEEK

Dr. Samuel Wong of the Office of Equal Opportunity is heading a Committee that is planning activities for the Asian/Pacific American Heritage Week -- May 9 through May 14. Agency participation is encouraged. (Contact, Samuel Wong, 382-1130)

EQUAL OPPORTUNITY
PROGRAM DATA

Reminder: Data on participation in agency programs in FY 80 by race, national origin, and sex are due in the Office of Equal Opportunity no later than March 2, 1981. (Contact, William Payne, OEO, X77327)

OCCUPATIONAL SAFETY
AND HEALTH
ADMINISTRATION

The Occupational Safety and Health Administration (OSHA) has conducted its first unannounced inspection of a USDA facility. The inspection, authorized under Executive Order 12196, was initiated in response to a SEA employee's report of unhealthy working conditions. (Contact, Julius C. Jimeno, OSHM, X78247)

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